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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3335.1H

Effective Date:
December 01, 2010
Expiration Date:
December 01, 2015

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Internal Placement of NASA Employees

Responsible Office: Office of Human Capital Management

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Chapter 4. Assignments to Agency-Level Functions

4.1 Purpose

This Chapter enables organizations with responsibility for Agency-level functions to recruit and select candidates for key positions from highly qualified individuals across the Agency. This shall ensure that these organizations are staffed by top Agency talent, with technical excellence, specialized expertise, breadth of experience, and varied perspectives, while providing unique career development opportunities to participating employees.

4.2 Coverage

4.2.1 This Section applies to filling technical positions/assignments in organizations with responsibility for Agency-level functions. On the issuance date of this NPR, these organizations include the Independent Program Assessment Office, the NASA Engineering and Safety Center, and the NASA Safety Center.

4.2.2 Organizations established in the future, which are categorized within NPD 1000.3, The NASA Organization, as an organization with responsibility for an Agency-level function or technical resource shall also be covered by this Chapter.

4.2.3 Administrative, secretarial, and business support positions/assignments within these organizations are not covered by this Chapter.

4.3 Duration of Assignments

4.3.1 Assignment periods shall be designated as long-term rotational assignments lasting two to five years.

4.3.2 The rotational nature of the assignment shall be documented in a memorandum of understanding or other appropriate documentation.

4.3.3 Long-term rotational assignments of more than two years shall be assessed on an annual basis.

4.4 Temporary Promotions

4.4.1 To attract NASA's best talent to Agency-level positions, temporary promotion opportunities may be offered. When offered, temporary promotions shall be in effect for the duration of the assignment.

4.4.2 When offered, temporary promotions shall be reassessed prior to exercising each one-year option.

4.4.3 Temporary promotions of GS employees into these assignments are subject to the requirements in Section 3.1 of this NPR.

4.4.4 Senior Level (SL) and Senior Scientific and Technical (ST) positions shall continue to be regulated by the Executive Resources Board as specified by NASA Management (NPR 3319.1, Management of Senior Scientific and Technical (ST) and other Senior Level (SL) Positions)).

4.5 Duty Locations

4.5.1 Vacancy announcements for positions within these organizations shall specify the duty location.

4.5.2 Depending on the nature of a long-term rotational assignment, the selectee may be allowed to remain at their current duty location. This shall be clearly stated on the vacancy announcement.

4.6 Eligibility to Apply for Vacancies

Employees on long-term rotational assignments shall be eligible to apply for any NASA vacancy announcement, regardless of the area of consideration.

4.7 Placement of Returning Employees

4.7.1. If employees on a long-term rotational assignment choose to return to their Center, the Center shall noncompetitively place the returning employee into a position at the same grade level and with the same promotion potential as the position occupied immediately before assignment to the Agency-level function.

4.7.2 The employee may also be competitively selected for a higher-graded position or one with greater promotion potential.

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